

## CALENDAR SUBMISSIONS

All public schools and approved private schools are required to submit their calendars online. It is necessary to have a common logon in order to access the application. The procedure to follow in requesting this logon account is as follows:

1. You will need to establish a CTDS number through the Enterprise System. To obtain a CTDS number, complete the *"ADDING OR CHANGING DISTRICT/SCHOOL DATA IN THE ENTERPRISE SYSTEM"* form in your packet and fax to the given number. If your organization has multiple sites, each site should have their own number. You must submit a form for each site. When you receive your CTDS numbers, or if you already them, go to Step 2.
2. Gather the following information for each site: Name of organization; full name and title of contact person; telephone number; and email address.
3. Submit the above information with your request for logon to [Enterprise@ade.az.gov](mailto:Enterprise@ade.az.gov). Also request access to Calendar Application and Certification Search
4. You will be notified by email when the account is established.
5. Once your account has been established, logon using your password and complete the calendar submission for each site.

If you have any questions about the logon, you may contact the Enterprise Management desk at (602) 542-7378 or email questions to the address in Step 3.